

## Critical Review Process Flowchart

FAS administrative deans (or equivalent leaders) will meet with their department leaders (e.g., executive directors, department administrators, hiring managers) to review **all current requests** specified above.



Each administrative dean, together with their department leaders, will determine which requests, if any, meet the definition of **critical**.



For each request considered **critical**, an FAS Critical Process Review Form must be completed and confirmed by the administrative dean, explaining why the request is **critical**.



While HR Consultants will partner with administrative deans throughout this process, all decisions regarding **proposed requests will be made by the administrative deans**.



Administrative deans will submit the Critical Process Review Form cover sheet which lists all completed Critical Process Review Forms, together with the completed forms, directly to FAS HR ([CPR@fas.harvard.edu](mailto:CPR@fas.harvard.edu)) as their critical needs arise.



Leslie Kirwan and Dean Gay will review all submitted critical requests on an ongoing basis and will determine which requests will be allowed to proceed.



FAS HR will notify appropriate ad deans in writing regarding critical request decisions, on an ongoing basis. Administrative deans will inform their department leaders of decisions made.